

DENHOLME TOWN COUNCIL

Vacancy for a Town Clerk & Responsible Financial Officer (Part time)

Applications are invited for the post of Town Clerk & Responsible Finance Officer (RFO) to Denholme Town Council. You will be a highly motivated, enthusiastic individual. The salary is in accordance with the National Joint Council for Local Government Services scale Spinal Column Point 7 to 17 (£10.16 to £12.39 per hour) dependent on experience. The position is for 70 hours per calendar month, which can be worked flexibly and will include working from home using a laptop and printer provided by the Town Council.

The clerk is accountable to the council for the management of its resources and ensures that the legal, statutory and regulatory provisions applying to the council's activities are observed.

You will have good organisational, management and communication skills and be able to work efficiently and effectively under pressure and on your own initiative. You will have financial and administrative skills and be computer literate.

There is an element of evening work, which will include attending Town Council and committee meetings.

The main duties are:

- Guiding and advising the Council in its statutory role as a local authority.
- Implementation of the town council's resolutions from monthly full council and committee meetings.
- Responsibility for the council's finances (day-to-day and year-end).
- Setting meeting agendas and taking minutes for the town council and its committees.
- Updating the website and other social media and notice boards.
- Updating policies and procedures in line with current legislation and following advice from advisory bodies to the sector.
- Dealing with correspondence by e-mail, post and publishing the newsletter.
- Responsibility for the administration of the Community Library.

You can download an application form and associated documents from the Town Council's website – www.denholme.org on the "Contact Us" page. Please send your application form by email to denholmetc@gmail.com Please note that CVs will not be accepted.

If you would like to discuss the role before applying, please contact the Chair of the Town Council at denholmetc@gmail.com or 07531 855150.

The closing date for applications is **Friday 15 February 2019** and interviews will be held on the evenings of **26 and 27 February 2019** in Denholme Mechanics Institute.

Those shortlisted will be informed by Friday 22 February 2019. If applicants have not been contacted by this day they should assume that they have not been shortlisted.